

# Utah State Office of Education



## SSID Web Site User Manual

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6-15-2005	Brad Loveland	0.92	Added SSID File Validation save file information
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# 1 SSID System Overview

This document along with the SSID File Specification and other SSID-related documents are available in their latest form on the SSID Website Support page.

## 1.1 Background

Federal and State laws along with data collection requirements have driven the creation of a unique State Student Identifier (SSID) for each student in the state of Utah. The SSID improves Utah public education by providing accountability, analysis, reporting, and tracking of every student that enters the Utah public school system.

The SSID website is an LEA's primary interface to the SSID system. The website provides all of the required tools for an LEA to manage the assignment of SSIDs.

## 1.2 Terms Used

In order to clarify the terminology used in this manual, Table 1.1 contains the specific meaning for each term in the context of the SSID web site.

Term	Acronym	Definition
Batch		A group of SSID requests submitted in a file
First name		Legal first name or as on birth certificate
Last name		Legal last name or as on birth certificate
LEA	LEA	Local Education Agency
LEA number		Local Education Agency number as assigned by USOE (District number)
LEA row reconciliation		The process of resolving Match issues using the SSID website.
LEA student number		Local Education Agency student number, or Student ID in SIS. Must be unique. Leading zeroes will be trimmed by the system.
Manual processing		Single student row processing using the SSID website.
Match or Matched		The attributes of an SSID Request row are the same as those in a row in the SSID system.
Middle name		Legal middle name or as on birth certificate
Multiple enrollment		A student is enrolled in multiple LEAs at the same time.
No Match		No single student with the supplied attributes can be found in the SSID system.
Possible Match		Suggested during reconciliation, some, but not all, attributes of an SSID Request row are identical to those of a row in the SSID system
Post, Posting, or Posted		The action specified in the Request Type is performed on the SSID database.
Primary Attributes		Primary attributes are: last name, first name, middle name, birth date and gender.
Request Type	R = Retrieve V = Verify U = Update N = New SSID	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Row		A Row refers to one line of complete information related to a request. Also referred to as Student Row.
SIS	SIS	Student Information System
State Student Identifier	SSID	Unique number assigned to each student attending Utah Public Schools.

Term	Acronym	Definition
SSID Request File		The file uploaded to USOE from the LEA for SSID processing. The file must conform to the layout and requirements in the SSID File Specification document.
SSID Response File		The file downloaded by the LEA that contains the results of the processing of the corresponding SSID Request File. The file's layout can be found in the SSID File Specification document.
Student row		One row in the SSID Request and SSID Response Files. Also referred to simply as Row.
Student attributes		The identifying characteristics of the student used to Match the LEA SSID Request row to the SSID database.
USOE		Utah State Office of Education Agency

Table 1.1

### 1.3 SSID Web Site

The SSID web site is provided as the LEA's interface to the SSID system. It provides the LEA with:

- File Maintenance functions that facilitate automated processing
- Student Maintenance functions for manually managing student data
- User Maintenance functions to manage the LEA's access
- a Support section to provide on-line access to the latest versions of SSID-related documents and applications

Use Microsoft Internet Explorer version 6.x or above for best results. Other browsers may function but have not been tested.

### 1.4 Manual vs. Automated (Batch) Processing

There are two methods for updating the SSID system: *manual* or *batch*. An LEA may elect to use a single method or some combination of the two methods. The manual method requires the LEA to enter and update SSID information by hand on the SSID web site. The batch method requires the LEA to submit an SSID Request File containing student data and to download and process an SSID Response File.

The SSID Request File is a comma-delimited file that is generated by the LEA, verified by the LEA using the SSID Request Verification Application tool, and sent to the SSID system. A file contains one row per student. Each row contains a request type with which the LEA tells the SSID system which pre-defined operation to perform with the row.

An SSID Response File is automatically generated once an SSID Request File has been completely processed. The SSID Response File indicates the result of each operation requested in the SSID Request File and an LEA must synchronize their local SIS with this file.

<p><b>Note:</b> More information on SSID Request Files and SSID Response Files are available in the SSID File Specification Document on the SSID web site.</p>
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### 1.4.1 Example Batch Interaction

The steps below outline how an LEA might interact with the SSID system in batch mode. An LEA would

1. create an SSID Request File from data in their SIS system
2. validate the SSID Request File using the SSID Request File Validation Application
3. upload the validated SSID Request File to the SSID system
4. monitor the processing of the SSID Request File
5. download the SSID Response File once processing is complete
6. reconcile their system with the SSID Response File

<p>For a graphical representation of this process, please see the next section. For more detailed information about individual steps, please refer to the sections later in this document.</p>
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### 1.4.2 SSID Automated (Batch) Processing Diagram

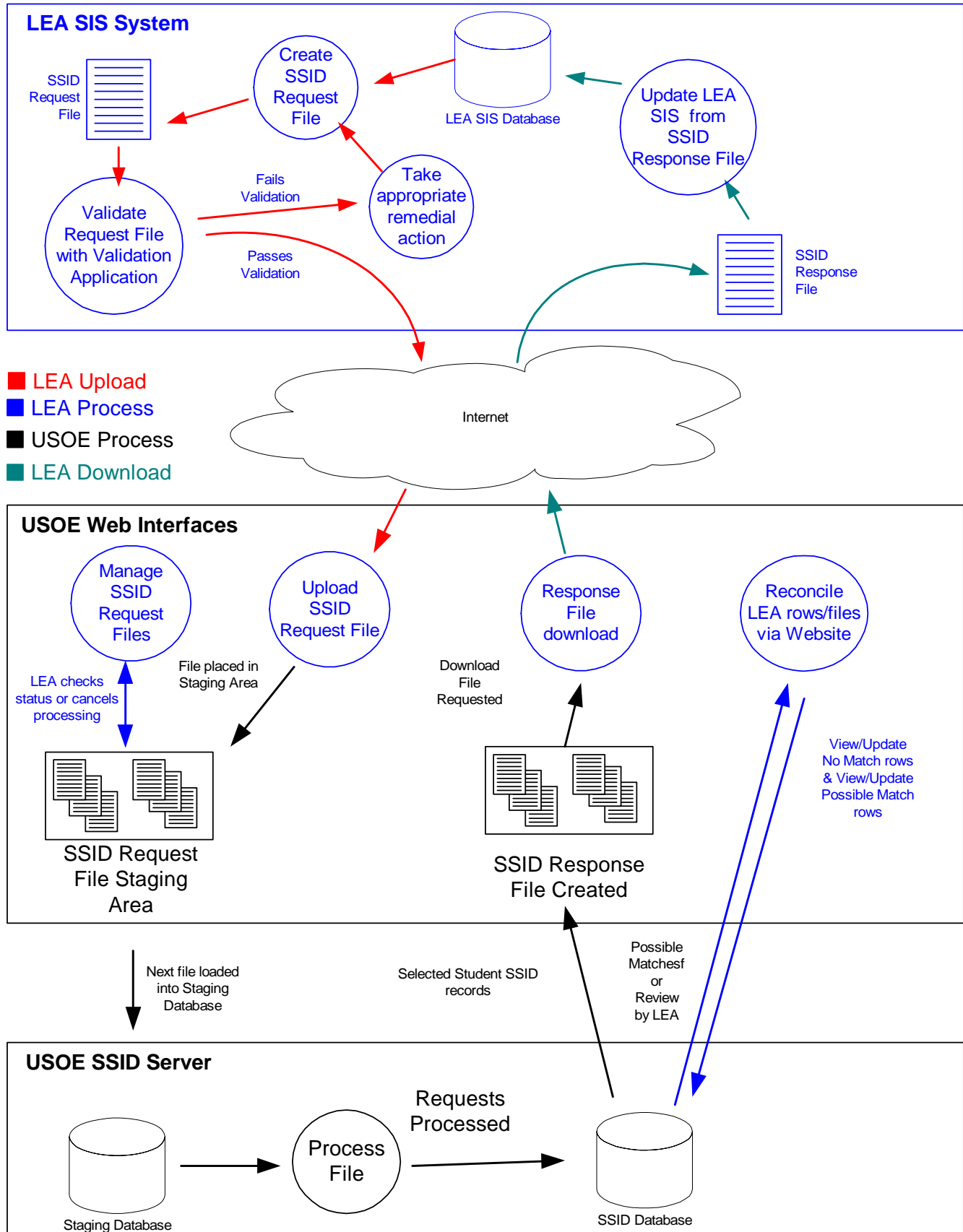


Figure 1.2

## 1.5 Types of Requests

LEAs specify a request type code on each submitted row to indicate the action they would like the SSID system to perform with that row. The four request types are defined in the Table 1.3.

Request Type	Code	Description
New SSID	N	Requests a new SSID for a student enrolling for the first time in a public school in the state of Utah.
Retrieve	R	Requests an existing student's SSID.
Verify	V	Determines if the student's SSID and attributes as recorded in the LEA's SIS system match the SSID system.
Update	U	Changes the attributes for a student that already exists in the SSID system.

Table 1.3

### 1.5.1 New SSID

The *New SSID* request type is used to create a new SSID for a student enrolling for the first time in the State of Utah. The New SSID request type should be used to enroll kindergarten students and for transfer students that haven't previously attended public school in Utah.

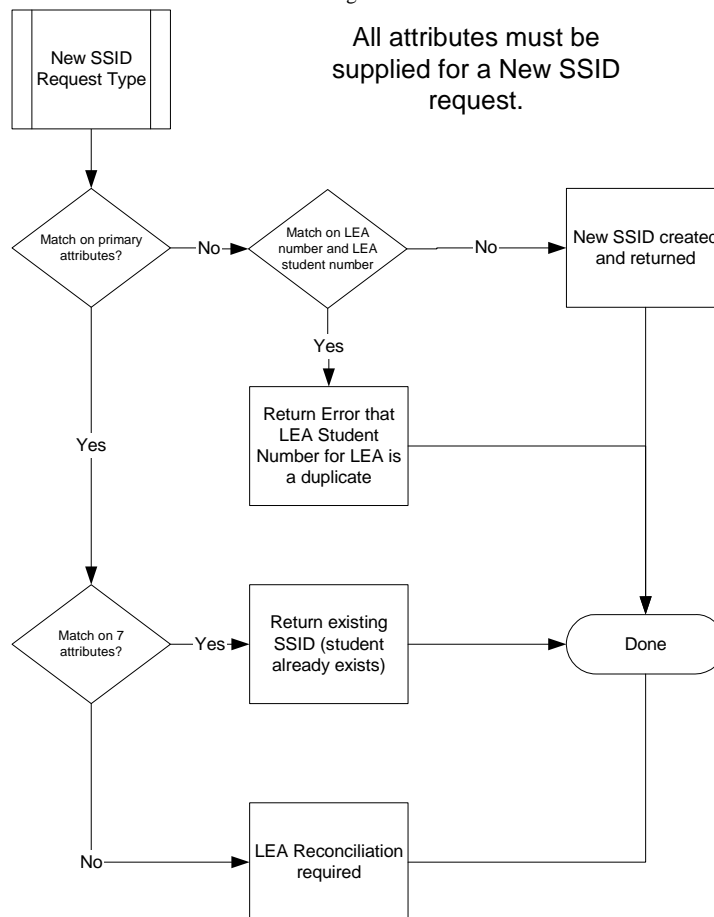
<b>Note:</b>	If a submitted row has a request type of New SSID but matches an existing row in the SSID system or the submitted row contains an SSID, LEA reconciliation is required.
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## 1.5.2 New SSID Process Flow Diagram

Diagram 1.4

All attributes must be supplied for a New SSID request.



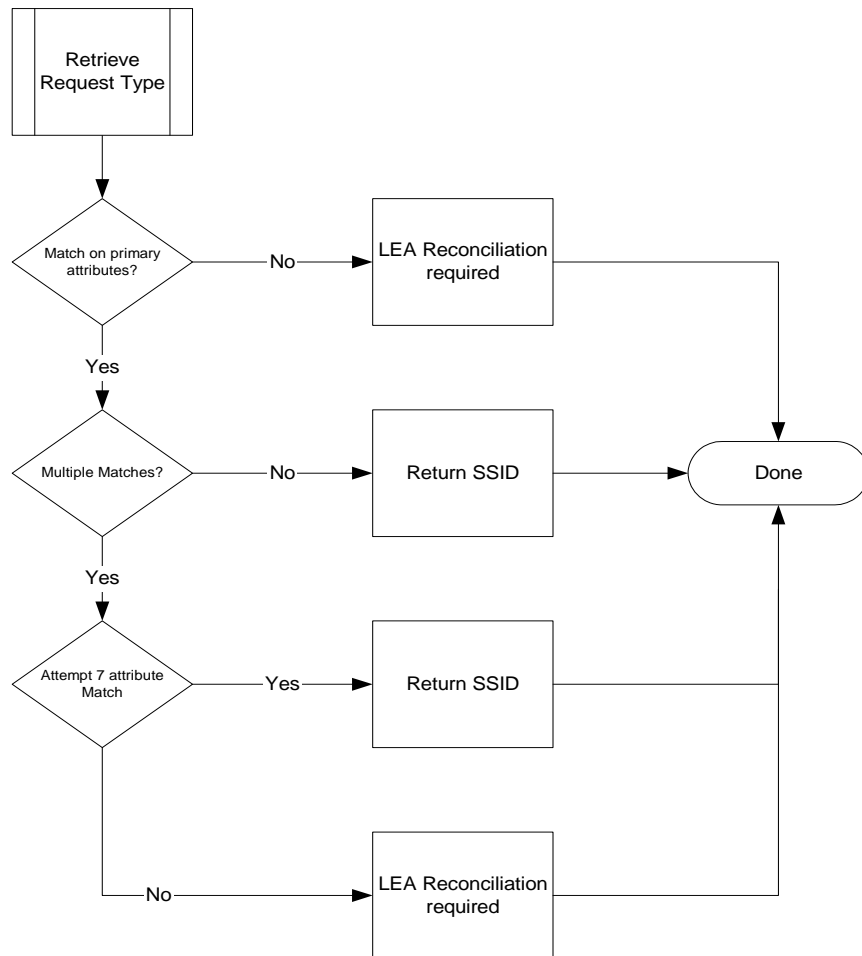
### 1.5.3 Retrieve

The *Retrieve* request type should be used to obtain the SSID for a student transferring from one Utah school to another or for a student transferring from out of state, but who had previously attended public school in Utah.

**Note:** SSIDs for students which have moved out of state remain in the SSID system.

### 1.5.4 Retrieve Process Flow Diagram

Diagram 1.5



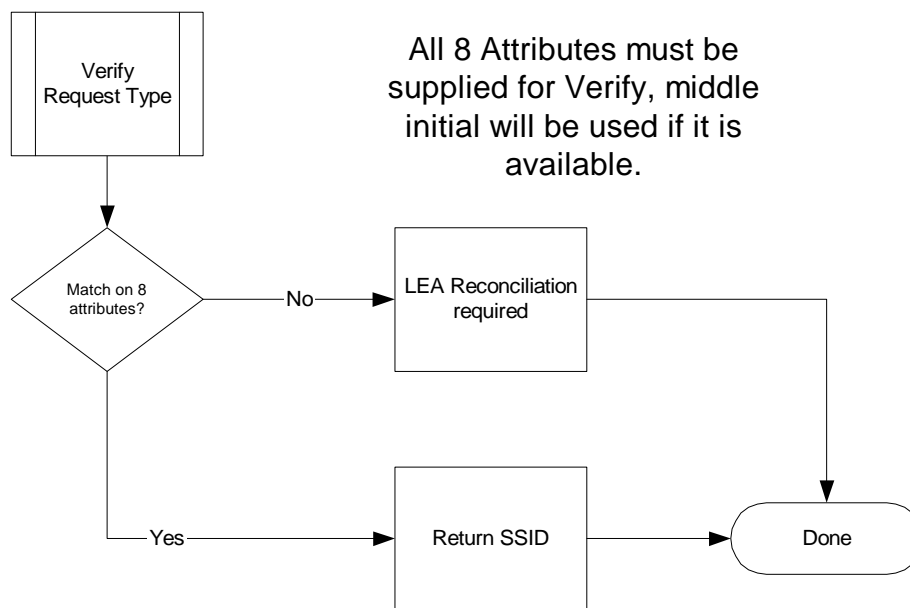
### 1.5.5 Verify

The *Verify* request type is used to confirm that an existing student's SSID and attributes, as recorded in the LEA's SIS system, match the SSID system.

**Note:** SSIDs and all attributes should be verified before any data containing SSIDs is submitted to USOE.

### 1.5.6 Verify Process Flow Diagram

Diagram 1.6



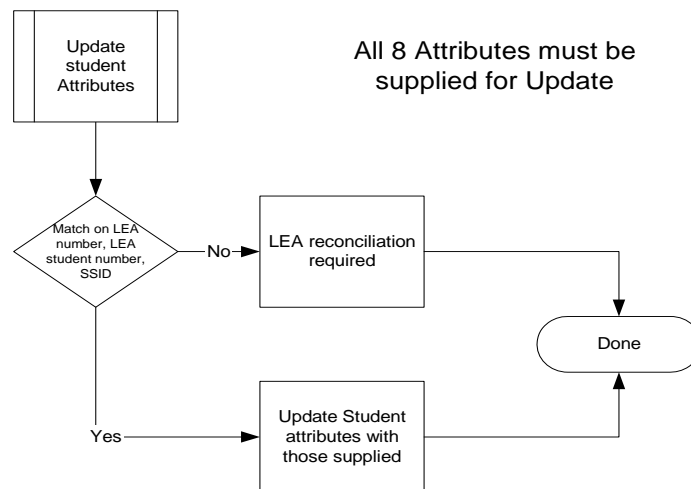
## 1.5.7 Update

The *Update* request type is used to change the attributes for a student that already exists in the SSID system. The submitted row's SSID, LEA number and LEA student number must match an existing student.

**Note:** Updates (i.e. corrections or changes) may be made at the LEA's convenience but should be completed prior to any submission deadlines.

## 1.5.8 Update Process Flow Diagram

Diagram 1.7



## 1.6 Matching

### 1.6.1 What is a Match?

A match occurs when the attributes in the row in the Request File are the same as the attributes for one and only one student in the SSID database. The attributes used to determine if a match occurs vary by Request Type. More extensive examples are available upon request.

### 1.6.2 How Matching is Performed

Table 1.8 lists the attributes that are matched based upon the Request Type. Table 1.9 is a symbol key provided to define the symbols used in the attribute table.

Match attribute	Retrieve	Verify	Update	New SSID †
SSID	↶	✓	✓	↶
Last name	✓	✓	☺	☹
First name	✓	✓	☺	
Middle name	✓	✓	☺	
Birth date	✓	✓	☺	
Gender	✓	✓	☺	
LEA Number	☺	✓	✓	☹
LEA Student Nbr	☺	✓	✓	
School Number	☺	☺	☺	☺

Table 1.8

† If any of the primary attributes do not match, a new SSID is created and returned unless a duplicate LEA student number exists for the request.

**NOTE:** Middle names that do not match will post if there is only one match. However, an error code will be included in the SSID Response file saying that the middle name submitted doesn't match the one in the system. Please use Update to sync the middle name in the SSID system.

### Match Symbol Key

Symbol	Definition
✓	Attribute must match – All match attributes are required.
☺	Attribute required – Match attempted on retrieves, required for updates and seven attribute match attempt.
☺	Attribute required – The school number is saved to the SSID database.
↶	Attribute returned from SSID system.
☹	One or more of the attributes do not match.

Table 1.9

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### 1.6.3 What Happens on a 'No Match'

A 'No Match' can occur in two ways:

1. The student attributes in the SSID Request File row don't match a student in the SSID system
2. The student attributes in the SSID Request File row match more than one student in the SSID system.

A 'No Match' has the following implications:

- If a submitted row does not Match and the Request Type is Verify, Retrieve or Update, the row will not be posted.
- If a submitted row does not Match because there is no student with matching attributes and the Request Type is New, the row will be posted.
- In the case of No Match, Possible Matches are provided via the SSID Website to assist LEAs in resolving the No Match.
- Rows that have more than one match in the system or that do not match require LEA reconciliation using the website.
- All No Match rows must be reconciled by the LEA in order to be posted.
- New SSID requests should not match existing students in the system.

## 1.7 File Formats

The SSID system uses two file formats - the SSID Request File and the SSID Response File. The SSID Request File Validation Application is used to verify that each uploaded SSID Request File meets the file's specification. SSID Request Files that contain errors (data type errors, too many characters in an attribute, etc) must be fixed by the LEA and re-uploaded for processing. It is required that each LEA use the SSID Request File Validation Application tool to validate every SSID Request File PRIOR to uploading it to the SSID system.

**Note:** The latest version of the SSID File Format specification is available on the SSID web site **Support** page.

## 1.8 SSID System Codes

SSID system codes are required to identify the status of files and rows processed and the errors that may be displayed in the SSID systems. The latest SSID System codes and error codes are located in the SSID File Specification. To obtain the latest codes, download the SSID File Specification from the **Support** page on the SSID web site.

## 1.9 SSID Request File Validation Application

The SSID Request File Validation Application is tool which will assist LEAs in validating their SSID Request Files. The application should be used to ensure that the Request files pass defined standards prior to uploading the file(s) to the SSID system. After an SSID Request File has passed the validation process, it may be uploaded to the SSID web site.

\* Additional validations have been added to the File Validation Application. LEA's can only upload one LEA number in a file at a time. The LEA user must type in their LEA number prior to validating a file's contents. The LEA user\_id uploading the file to the SSID web site must match the LEA number in the file or it will be rejected. The program has added a new feature which will allow users to create a copy of their original file without errors. This feature does not work for files which contain error rows which have too many commas in them.

### 1.9.1 SSID Request File Validation Installation Steps

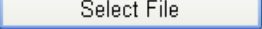
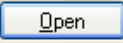
1. Obtain the SSID Request File Validation Application tool from the SSID website, an email request, or a CD request from the USOE
2. Run the setup program to start the program installation
3. Select Next
4. Accept the license agreement and select Install
5. Select Finish
6. Review the Readme file that appears after installation. A shortcut for running the SSID Request File Validation Application should exist on the desktop.

### 1.9.2 Using the SSID Request File Validation Tool

1. Create an SSID Request File
2. Open the SSID Request File Validation Application tool

Example:

On Windows XP, Select Start, All Programs, SSID Request File Validation. Click on SSID Request File Validation to start program to display the screen shown in Figure 1.11

3. Click on  Navigate to the SSID Request File location, select the SSID Request File and then select 

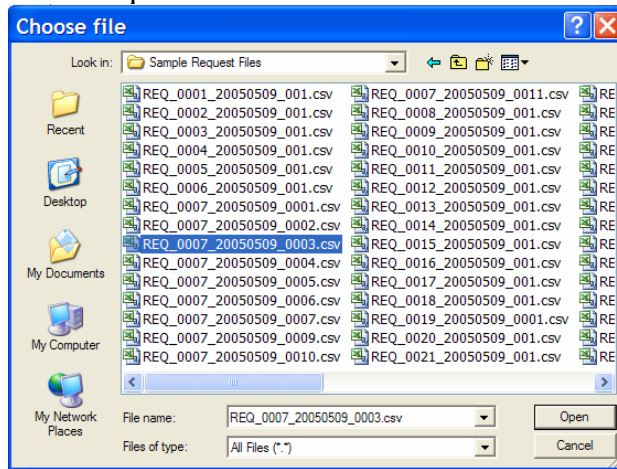
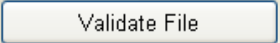
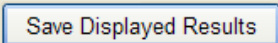
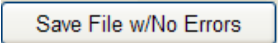


Figure 1.10

4. Type in LEA number in the LEA number box.
5. Select  on the main SSID Request File screen.
6. File Validation processing will begin. The file will be loaded, and then each field will be validated in the row.
7. After validation the file's status will be shown. If the file status is **File Passed Validation** then proceed to upload it to the SSID web site.

**NOTE:** All files must PASS the SSID Request File Validation application or they will NOT load into the SSID system for processing.

### Problem Resolution

- The status for each row in the SSID Request File will be displayed in the application.
- LEAs may view all row status or filter to only view rows with errors.
- Clicking on the  to saved row status in multiple file formats for review and convenience. LEAs must fix all validation errors prior to uploading the file to the SSID system.
- LEA's may now save non-error rows of a file to a "VALIDATED" file. This is a new feature which is accessed by clicking on the new  button. It is described in more detail below.



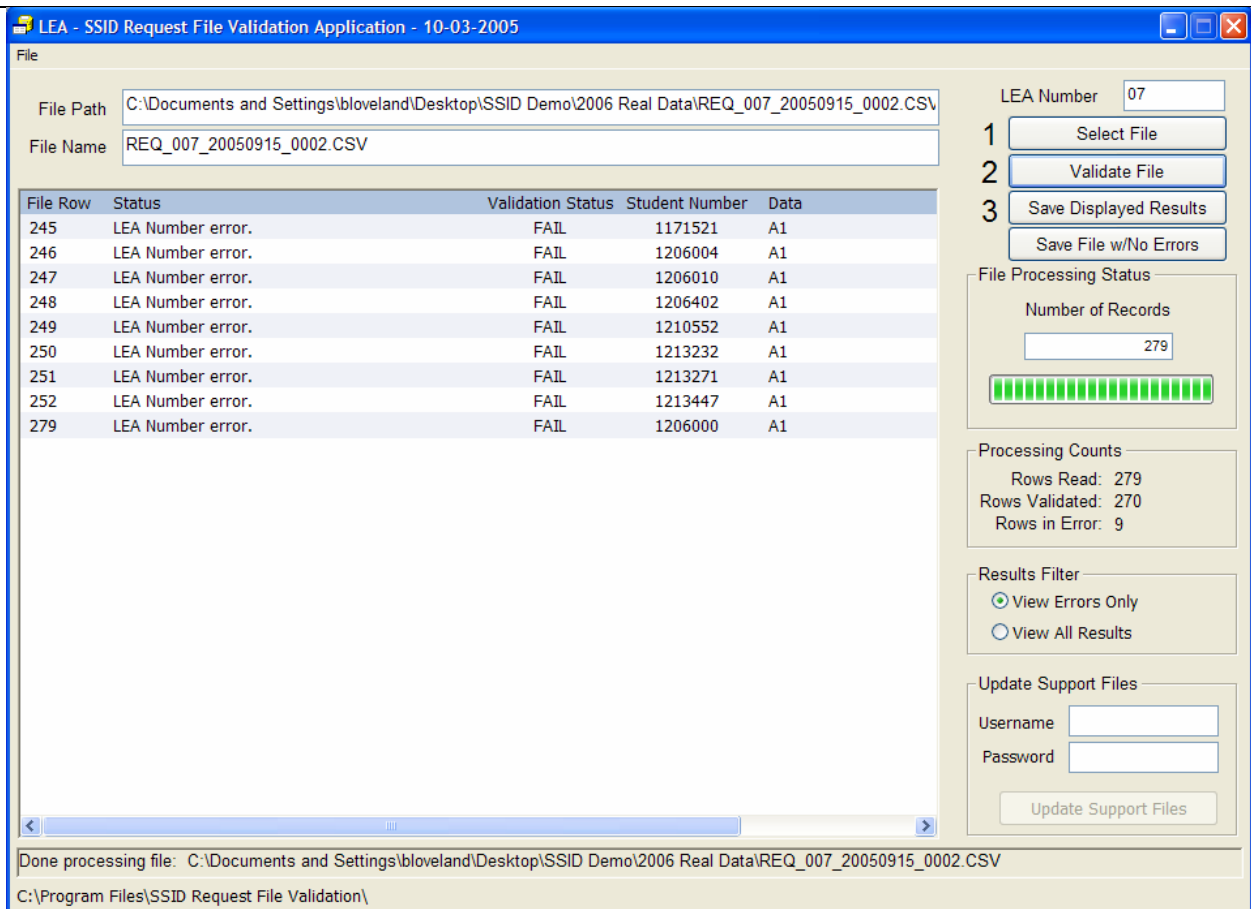
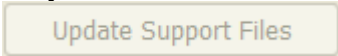


Figure 1.11

### 1.9.3 Updating File Validation Support Files

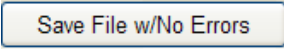
Automated Update Support file functionality will be added in the near future. The functionality will make updating key files that the application uses much easier. In order for SSID Users to update the support files they must have an account which can log into the SSID system and internet access. The user will type in their SSID user name and password and then click on . The old support files will be backed up and the new support files downloaded to the application.

### 1.9.4 Saving Validation Results to a file



The contents of the validation results window can be saved in multiple file formats. In order to save files in the PDF format the Ghostscript software must be downloaded and installed. The free Ghostscript software can be downloaded from the Support page.

### 1.9.5 Saving SSID File w/No Errors feature

The validated contents/rows of a file can now be saved to a file. The validated file is called [original file name] + [\_VALIDATED].CSV file. SSID users may revalidate the “validated” file, rename it and then upload it to the SSID web site for processing. This feature is only

enabled if a file contains validation errors. The button  will create the file with no error rows in the same directory as the original file.

Example:

 REQ\_007\_20050915\_0002.CSV  
 REQ\_007\_20050915\_0002\_VALIDATED.CSV

## 1.10 Website Security

Website security has been designed to ensure the privacy of the data being used throughout the website. Access to the website is secured with 128 bit SSL and requires a valid user ID and password. The SSID website has multiple security levels. The security level assigned to a user ID dictates the actions that the user ID may perform on the SSID web site. Internet browsers that have been logged into the website and left idle for a period of time are required to login again in order to continue working on the website.

### 1.10.1 Secure Socket Layer (SSL)

The SSID web site is only available using a browser capable of 128 bit SSL encryption such as Microsoft Internet Explorer. This level of encryption allows for maximum security of data being transferred to and from the SSID website.

### 1.10.2 User ID Security Roles

When a new user ID is created, it is assigned one of two security roles: LEA Admin or LEA User. A user ID with the LEA Admin security role may create other user ID's with the LEA User security role. Table 1.12 identifies system security and functionality as it applies to each user type.

SSID Functionality	LEA Admin.	LEA User
Login	X	X
Student Maintenance		
Student Search	X	X
View & Edit Student Detail	X	X
Add Single Student	X	X
Retrieve Student	X	X
Merge Students	X	X
File Maintenance		
Upload Request File	X	X
Cancel File	X	X
Cancel Rows	X	X
Reconcile Rows	X	X
Reprocess File	X	X
Download Response File	X	X
Administration		
Add LEA Administrators		
Add LEA Users	X	
Change LEA User Attributes	X	
Change Own Attributes	X	X
Change/Reset LEA Passwords	X	
Reset Own Password	X	X
View LEA User Information	X	
Activate/Deactivate LEA User ID	X	

Table 1.12

### 1.10.3 Obtaining a User ID and Password

An LEA must submit the proper form or contact the USOE directly to request a user ID with the LEA Admin security role. An LEA will have, at a minimum, at least one user ID with the LEA Admin security role. User IDs with the LEA Admin security role create user IDs with the LEA User security role. User ID's may be created only for the same LEA to which the creating user ID belongs.

### 1.10.4 Password Security

LEAs are able to change their password using the Edit User Info option.

Passwords must meet the following criteria:

1. Be at least 8 characters in length,
2. Contain at least 1 number (0-9),
3. Contain at least 1 uppercase letter (A-Z),
4. Contain at least 1 lowercase letter (a-z)

## 2 Logging into the System

A USOE assigned User ID and Password is required to gain access to the SSID system. Users are required to use strong passwords (8 characters or more, upper case letters, lower case letters and numbers). For security purposes, Invalid User Logins are disabled after 3 consecutive failed attempts; if an account should be disabled, users are required to contact their local LEA user administrator or the USOE in order to have it reset.

The image shows a web-based login form titled "Login" in a bold, black font. Below the title, there are two input fields: the first is labeled "User Name" and the second is labeled "Password". Both labels are in a standard black font. Below the "Password" field, there is a "Login" button with a black border and the word "Login" in a black font. The entire form is set against a light blue background with a subtle gradient.

Figure 2.1

### 3 Home Page

The SSID Home Page is the root of the web site. This page is the starting point for the user once they are logged into the SSID web site. The **Support** link is included to give users access to web site documentation usage and other quick links.

The home page may contain system messages for the user. After logon, these messages will alert users to important SSID information.

**Utah State Office of Education | SSID**

User: LEA Admin Davis  
LEA DAVIS DISTRICT (07)  
School N/A

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#) | [Log Out](#)

## Welcome to the SSID Website

[Frequently Asked Questions \(FAQs\)](#)

Calendar of Events			
✓ May 25 <sup>th</sup>	USOE Data Conference	First district SSID System Training / Seminar	
✓ June 17 <sup>th</sup>	USOE Data Conference	Second district SSID System Training / Seminar	
✓ September 1 <sup>st</sup>	Production File Validation Application	Download newest version of the File Validation Application. Install and use to validate SSID Request Files prior to uploading them to the website on September 8 <sup>th</sup> .	
✓ September 8 <sup>th</sup> 9:00 AM	SSID System Available for Production Use	SSID System available for production use. Begin uploading and processing SSID Request Files.	
✓ September 23 <sup>rd</sup> 9:00 AM	SSID Training	Third SSID System Training	
January 16 <sup>th</sup> 2006	UBSCT - SSID Usage	SSIDs will be required on UBSCT submissions.	

### Documents of Interest

<b>LEA SSID Preparation Checklist</b>	Click the download button to view a checklist LEAs should use when implementing their SSID Integration project.	<a href="#">Download</a>
<b>SSID Implementation Timeline</b>	Click the download button to view the SSID Implementation Timeline.	<a href="#">Download</a>

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Figure 3.1

## 4 File Maintenance

The **File Maintenance** area of the SSID web site is provided to aid in sending SSID Request Files, retrieving SSID Response Files, checking file statuses and correcting errors found in SSID Request Files. The following sub-sections explain and provide the steps for all web page areas listed under **File Maintenance**.

**Utah State Office of Education | SSID**

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

Home | File Processing | Student Search | User Maintenance | Support | Log Out

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**File Processing**

Filename	Status	Downloaded	# of Rows	# of Errors	File Error
<a href="#">REQ_012_20050825_0002.CSV</a>	Queued		15		
<a href="#">REQ_012_20050825_0001.CSV</a>	Completed	✓	15		

Refresh | Cancel File | Cancel Errors & Re-Process | Reprocess File | View File Summary | View Errors | Download

# of Rows: 15 | Uploaded: 08/25/2005 05:06:09 PM | Uploaded By: LEA Admin Granite  
 # of Errors: 0 | Last Processed: | Last Download: |  
 # Posted: 0 | Response File Created: | Process Completed: |  
 # Canceled: 0

Received | Loading | **Queued** | Posting | Preparing Download | Completed

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Figure 4.1

### 4.1 Uploading SSID Request Files

**Upload Request File** provides a file transfer area for uploading SSID Request Files from the LEAs to USOE. Each LEA creates a comma delimited file (.csv) and verifies the contents with the provided SSID Request File Validation Application tool; see section 1.9 for more information on this tool. Before the file is uploaded, the web page verifies the file name and that it has not been uploaded before. The LEA browses for the file through the SSID web site interface and uploads it to the USOE system. After the file has been uploaded to USOE, the LEA may check the file processing status using the **Review File Processing** page. After the file uploads, a successful message appears and the file appears in the **File Processing** screen with its current status as shown in Figure 4.1.

#### 4.1.1 Before Uploading

Before uploading a file to the SSID system, the file content layout should be verified, and the file name must adhere strictly to the SSID Request File naming standards in order to be accepted by the web site. The SSID Request File Validation Application is provided for validating the contents of an SSID Request File. See Section 1.9 for more information on this tool. The SSID Request File specification is available on the SSID web site **Support** page.

### 4.1.2 File Layout Verification

Several SSID Applications are in place to validate the layout of files to be uploaded. One is downloaded and is described in Section 1.9 and installed locally at the LEA. The other is included as part of the SSID web site backend file load process. These file validation engines will aid in getting the proper file format for uploads, and eliminate the possibility of errors.

### 4.1.3 Steps

The following are general steps to be used in the uploading of SSID Request Files to the SSID web site.

1. Create a SSID Request File with one row for each student request
2. Use the provided SSID File Verification Application tool to validate the file's contents, see Section 1.9 for more information
3. Login to the SSID web site using a valid user ID and password.
4. Select the **Upload Request File** link on the SSID home page. The **Upload File** screen will appear as in Figure 4.2

Utah State Office of Education | SSID

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

Log Out

Home | File Processing | Student Search | User Maintenance | Support

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**Upload a SSID Request File**

Request File Name:

[Click here to view the SSID File Specifications \\*](#)

\* The document requires Adobe Acrobat® Reader®.  
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Figure 4.2

5. Click on the **Browse...** button to open the **Choose File** window as seen in Figure 4.3, and navigate to the SSID Request File

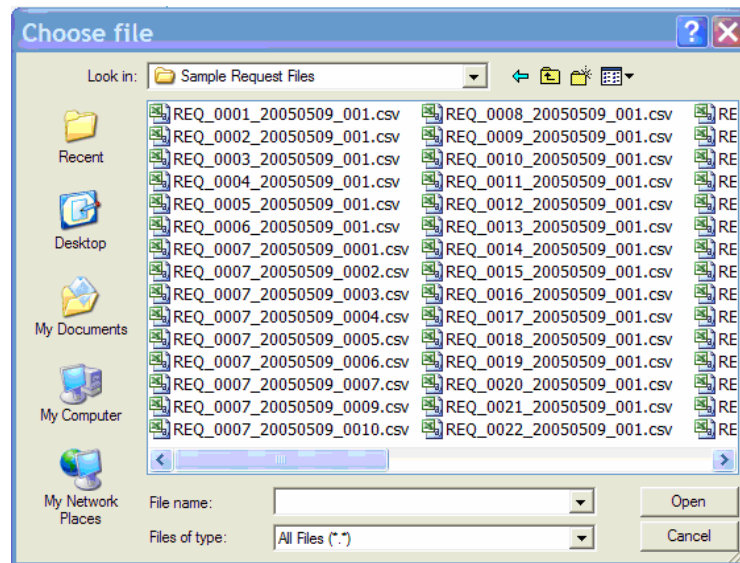


Figure 4.3

6. After locating the correct SSID Request File, select it and click on **Open**
7. The SSID Request File that was selected, along with its path, should now appear in the **Request File Name** box
8. Click on **Upload** to start the upload process

➤ Upload time depends on the LEAs internet connection speed and the size of the file being uploaded.

9. After the file has been successfully uploaded, the below message box will appear.

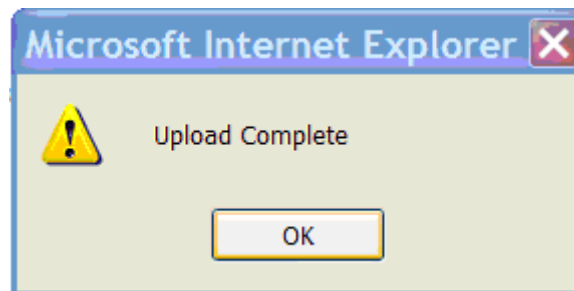


Figure 4.4

#### 4.1.4 Troubleshooting

If you are unable to log in to the SSID web site please verify your password with your LEA Administrator or with the USOE administrator.

For Issues downloading files, please verify the file name and the file contents.



## 4.2 Review File Processing

The **Review File Processing** page is provided to view the status of uploaded file(s), review file error(s), and control LEA file processing. SSID Request Files are displayed on the screen after they have been submitted to the SSID system for processing. Fourteen days after an SSID Request File reaches a completed (or canceled status) it will only display on the **File History** page.

**Note** - This period of fourteen days is a USOE configurable parameter and may be changed in the future.

In order for a file to have a completed status, all errors were canceled (or corrected) and at least 1 download attempt was made or the file failed the File Load process and was canceled.

### 4.2.1 Monitoring Uploaded Files

After uploading the SSID Request File to the SSID web site, you may select the **Review File Processing** page to see the current status for your files. Table 4.5 shows a list of each status and their definition.

Status	Definition
Received	The SSID Request file has been received for processing.
Loading	The file contents is being validated and loaded into the system.
Queued	The file contents have been loaded and individual rows are waiting to be processed.
Posting	The file is being matched and processed in the SSID system.
Preparing Download	The file has completed processing and the SSID Response File is being created
Completed	The file has completed all processes.

Table 4.5

#### 4.2.1.1 Steps

The following are general steps to be used in the monitoring of SSID Request Files.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on a file name in the File Processing window to get a status. See Figure 4.6 for an example.

Utah State Office of Education | SSID

User: LEA Admin Davis  
LEA: DAVIS DISTRICT (07)  
School: N/A

Home | File Processing | Student Search | User Maintenance | Support | Log Out

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**File Processing**

Filename	Status	Downloaded	# of Rows	# of Errors	File Error
<a href="#">REQ_007_20051004_6667.CSV</a>	Action Required		271	271	
<a href="#">REQ_007_20051004_6666.CSV</a>	Completed		270		
<a href="#">REQ_007_20051004_2222.CSV</a>	Action Required		1	1	
<a href="#">REQ_007_20051004_1222.CSV</a>	Action Required		1		
<a href="#">REQ_007_20051004_1212.CSV</a>	Failed				Row: 1 has too many carriage returns before LEA number does NOT match user LEA on Row
<a href="#">REQ_007_20051004_0666.CSV</a>	Failed				
<a href="#">REQ_007_20051004_0088.CSV</a>	Completed		2		
<a href="#">REQ_007_20051004_0066.CSV</a>	Failed				Row: 15 has too many fields.

Refresh | Cancel File | Cancel Errors & Re-Process | Reprocess File | View File Summary | View Errors | Download

# of Rows: 1  
# of Errors: 1  
# Posted: 0  
# Canceled: 0

Uploaded: 10/04/2005 02:46:08 PM  
Last Processed: 10/05/2005 02:20:13 PM  
Response File Created:   
Uploaded By: LEA Admin Davis  
Last Download:   
Process Completed:

Received Loading Queued **Action Required** Preparing Download Completed

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Figure 4.6

## 4.2.2 Processing Files with Errors

After an SSID Request File has been uploaded, the file may have errors. If the file had errors while processing then a status of **Action Required** will appear next to the file name as shown in Figure 4.6. The following is a list of options that are available with a file that has errors.

- Click on the filename with status of **Action Required**
- The errors may be viewed by clicking on **View Errors**
- Select **Cancel Errors & Re-Process** to cancel all rows that had an error and process the file WITHOUT these rows being posted. The SSID Response File will be created by the system.
- Reprocess File** will submit the file for re-processing. If corrections have not been made to error rows, then the errors will prevent the file from being completed.

### 4.2.2.1 Steps to Process Individual Errors Rows

The following are general steps to be used in resolving errors in an SSID Request File.

- Log on to the SSID web site with a valid user ID and password
- Select **Review File Processing** from the **File Maintenance** section of the home page
- Click on the file to get its status
- When the file status is **Action Required**, click on **View Errors**

- Errors will be presented one at a time (Figure 4.7); navigate through errors using the options shown in Table 4.8

Figure 4.7






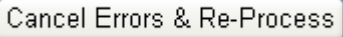
Option	Function
	Create a new student from this information
	Cancel the processing of this row
	Reprocess row
	Move to the previous error
	Move to the next error

Table 4.8

- Select  to move to the next error until all errors have been processed
- Return to the **Review File Processing** page
- Select 

#### 4.2.2.2 Steps to Cancel Errors and Re-Process File

The following are general steps to be used in canceling errors and reprocessing an SSID Request File.

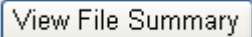
- Log on to the SSID web site with a valid user ID and password
- Select **Review File Processing** from the **File Maintenance** section of the home page
- Click on the file to get its status
- When the file status is **Action Required**, click on 
- All errors rows will be canceled from the file and the file will be re-processed

#### 4.2.3 Reviewing File Summary

The Review File summary page will show detailed information about each file.

##### 4.2.3.1 Steps

The following are general steps to be used in viewing the summary of a processed file.

- Log on to the SSID web site with a valid user ID and password
- Select **Review File Processing** from the **File Maintenance** section of the home page
- Click on the file to get its status.
- Click on 
- The file Summary will be displayed

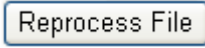
---

## 4.2.4 Reprocessing an SSID Request File

Reprocessing a file will resubmit it into the system for processing. Unless there has been a change to the file, or a change to the information contained in the SSID web site, the file will fail again with the same errors.

### 4.2.4.1 Steps to Reprocess an SSID Request File

The following are general steps to be used in reprocessing an SSID Request File.

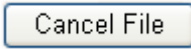
1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status
4. When the file status is **Action Required**, click on 
5. The file will be reprocessed

## 4.2.5 Canceling Files

Files can ONLY be canceled **BEFORE** they are processed. Use the cancel file option to cancel the processing of a file. Rows that have been posted can not be cancelled.

### 4.2.5.1 Steps to Cancel a File

The following are general steps to be used in the canceling a file in progress.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page.
3. Click on the file to get its status.
4. When the file status is **Action Required**, click on 
5. The file will be canceled

## 4.2.6 Downloading a SSID Response Files

After an SSID Request File has been completely processed and posted to the SSID database, a SSID Response File is created. LEAs may download the SSID Response File by clicking on a Completed file to select it and then clicking on the Download button. If a file has already been downloaded a check in the Downloaded column will appear. File(s) may be Downloaded by LEA's as many times as they wish. LEAs should synchronize their SIS systems with the SSID Response File to ensure that each LEA SIS system and the USOE SSID system are in sync. The date and time that each SSID Response File was downloaded by the LEA is shown under the file list window.

Utah State Office of Education | SSID

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

Home | File Processing | Student Search | User Maintenance | Support | Log Out

### File Error Detail

File Name	File Row #	Error #	Type of Request
REQ_012_20050825_0002.CSV	Row 2 of 45	Error 1 of 19	New

Type of Error - More than one match found on first name, middle name, last name, gender, and birth\_date.

Submitted Row - This is what was sent in the SSID Request File for the student

Last Name	First Name	Middle Name	Birth Date	Gender	SSID	LEA #	LEA Student #	School #
			07/12/1985	M	2033553	92		700

New Student | Cancel Row | Resubmit Row | << Prior | Next >>

Cancel Errors & Re-Process | Reprocess File

Matches on LEA Student Number or SSID - This uses the SSID and/or LEA Student Number provided in the Request File

Last Name	First Name	Middle Name	Birth Date	Gender	SSID	LEA #	LEA Student #	School #
			7/12/1985	M	2033553	92		700

Matches on Primary Attributes - This uses the primary attributes provided in the Request File

Last Name	First Name	Middle Name	Birth Date	Gender	SSID	LEA #	LEA Student #	School #
			7/12/1985	M	2033553	92		700

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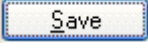
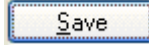
Figure 4.9

## 4.2.7 File Layout

The SSID Response File format is a comma delimited file (CSV). It is required that LEAs download and synchronize their LEA SIS systems with the SSID Response Files. See the specification document found on the SSID web site in the **Support** page for more information on the SSID Response File.

### 4.2.7.1 Steps

The following are general steps to be used in the downloading of SSID Response Files to the SSID web site.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file that has the status of Complete
4. Click on  to display the screen as in Figure 4.10
5. Click on  to display a navigation window
6. Select the location for the SSID Response File and click 

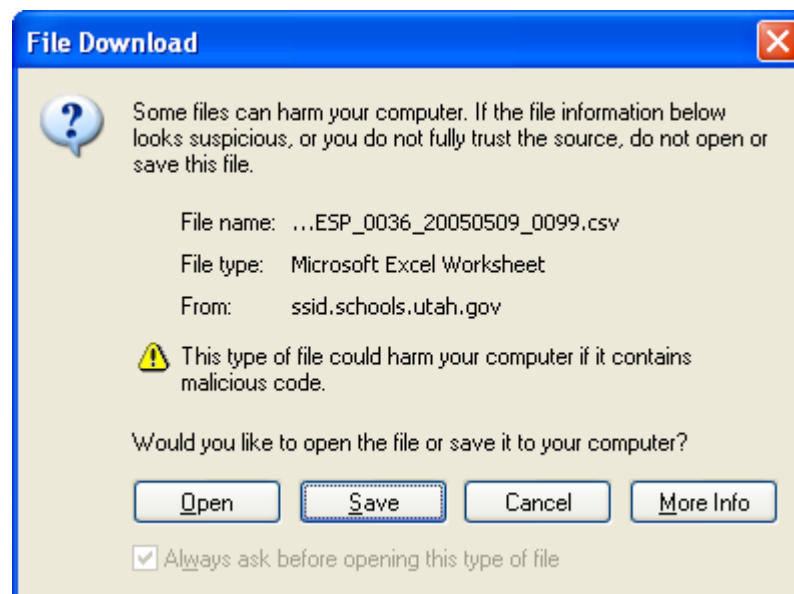


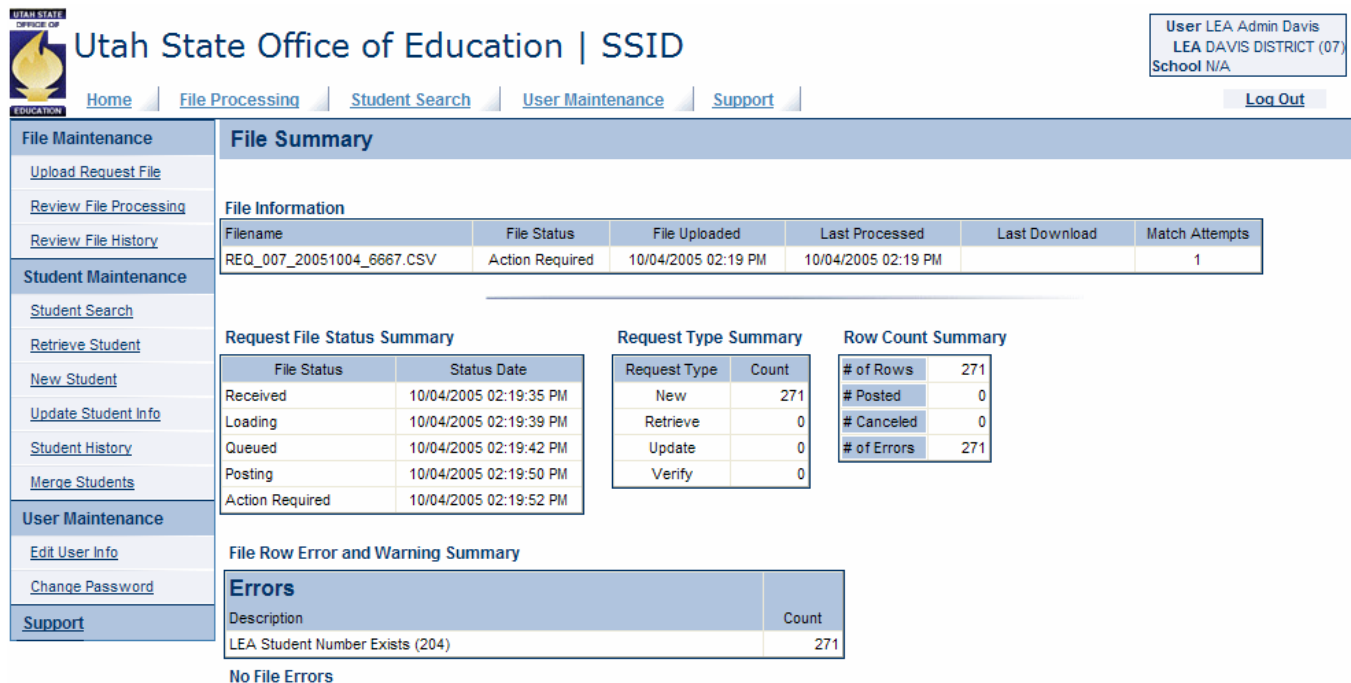
Figure 4.10

## 4.3 Review File Summary

The **File Summary** page is provided to assist in troubleshooting SSID Request File processing issues and to give the user a broad view of a SSID Request File. See figure 4.11 for an example of the **File Summary** page.

Information found on this page includes:

- General File information (file name, upload date...)
- Current file status.
- File status history
- The total number of rows in the file
- The number of rows for each request type
- The number of rows posted
- The number of rows canceled
- The number of rows in error
- A summary of row errors and the number of rows with each type of error
- A list of file load and validation errors



**Utah State Office of Education | SSID**

User: LEA Admin Davis  
LEA DAVIS DISTRICT (07)  
School N/A

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#) | [Log Out](#)

**File Maintenance**

- [Upload Request File](#)
- [Review File Processing](#)
- [Review File History](#)

**Student Maintenance**

- [Student Search](#)
- [Retrieve Student](#)
- [New Student](#)
- [Update Student Info](#)
- [Student History](#)
- [Merge Students](#)

**User Maintenance**

- [Edit User Info](#)
- [Change Password](#)
- [Support](#)

**File Summary**

**File Information**

Filename	File Status	File Uploaded	Last Processed	Last Download	Match Attempts
REQ_007_20051004_6667.CSV	Action Required	10/04/2005 02:19 PM	10/04/2005 02:19 PM		1

**Request File Status Summary**

File Status	Status Date
Received	10/04/2005 02:19:35 PM
Loading	10/04/2005 02:19:39 PM
Queued	10/04/2005 02:19:42 PM
Posting	10/04/2005 02:19:50 PM
Action Required	10/04/2005 02:19:52 PM

**Request Type Summary**

Request Type	Count
New	271
Retrieve	0
Update	0
Verify	0

**Row Count Summary**

# of Rows	Count
# of Rows	271
# Posted	0
# Canceled	0
# of Errors	271

**File Row Error and Warning Summary**

**Errors**

Description	Count
LEA Student Number Exists (204)	271

No File Errors



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Figure 4.11

## 4.4 Review File History

As files are processing in the system they are accessed by using the **File Processing** page. Fourteen days after a SSID Request File reaches a completed (or canceled status) it will move to the **File History** page.

**Note** - This period of fourteen days is a USOE configurable parameter and may be changed in the future.

For a SSID Request file to have a completed status means that all rows were either posted or canceled and at least 1 download attempt was made or the SSID Request File failed the File Load process and was canceled.

Files that have moved to the **File History** page will be visible until USOE determines that it is time to archive the file(s).

The **File History** page looks and works a lot like the **File Processing** page, except that files listed on the **File History** page cannot be reprocessed or modified. Figure 4.12 shows an example of the **File History** page.

Utah State Office of Education | SSID

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

Log Out

Home | File Processing | Student Search | User Maintenance | Support

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**File History**

Filename	Status	Downloaded	# of Rows	File Error
<a href="#">REQ_012_20050825_0001.CSV</a>	Completed	✓	15	

Refresh Cancel File Cancel Errors & Re-Process Reprocess File View File Summary View Errors Download

# of Rows: 15  
# of Errors: 0  
# Posted: 15  
# Canceled: 0

Uploaded: 06/25/2005 05:06:02 PM  
Last Processed: 06/25/2005 05:06:02 PM  
Response File Created: 06/25/2005 05:06:24 PM

Uploaded By: LEA Admin Granite  
Last Download: 06/25/2005 05:10:24 PM  
Process Completed: 06/25/2005 05:06:24 PM

Received ✓ Loading ✓ Queued ✓ Parsing ✓ Preparing Download ✓ Completed

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Figure 4.12



## 5 Student Maintenance

The SSID web site allows LEAs to maintain student information in the system. Student Maintenance is started by using the Student Search screen as seen in Figure 5.1. For security purposes, a history of all student maintenance modifications is retained by the SSID system.

Utah State Office of Education | SSID

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

Log Out

Home | File Processing | Student Search | User Maintenance | Support

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**Student Search and Maintenance**

The SSID or the Last Name and first 2 characters of the First Name are required. (Only active students are displayed.)

Last Name:  First Name:  Middle Name:

Gender: ☐ Male ☐ Female Birthdate (mm/dd/yyyy):  SSID:

School Year:  LEA:  LEA School #:  LEA Student #:

Search Reset Retrieve Update Student History Matches:

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated	Created

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Figure 5.1

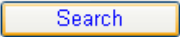
### 5.1 Searching for Students in the System

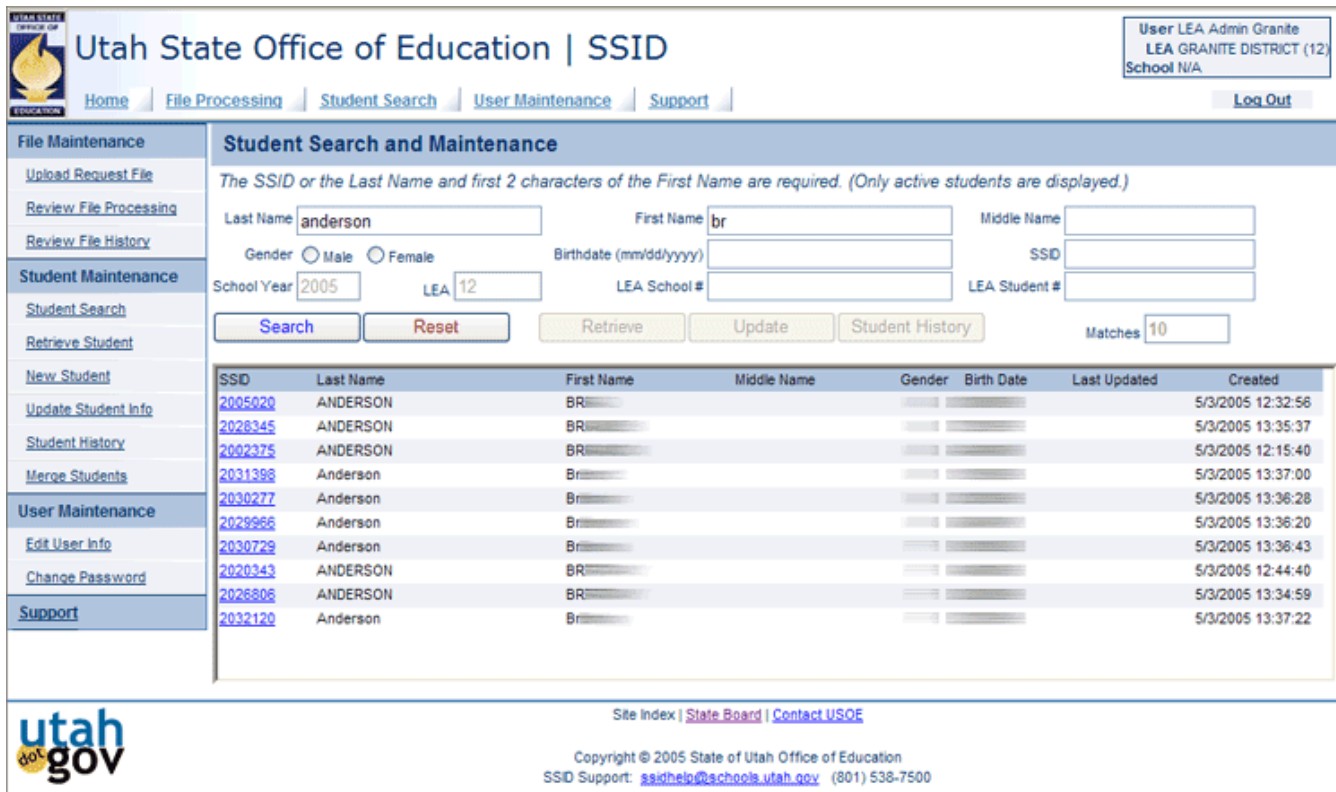
Student searches will allow students to be looked up using either the students SSID number or by using a combination of the full last name and the first two letters of the first name. After doing a search, student information will appear and can be edited from the same screen.

#### 5.1.1 Steps

The following are general steps to be used in the searching for students.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Student Search** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name

4. Click on 
5. Students that match the search criteria are displayed. Figure 5.2 displays a possible result using the last name of **anderson**, and the first name as **br**.



**Utah State Office of Education | SSID**

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A  
Log Out

Home | File Processing | **Student Search** | User Maintenance | Support

**File Maintenance**

- Upload Request File
- Review File Processing
- Review File History

**Student Maintenance**

- Student Search**
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merge Students

**User Maintenance**

- Edit User Info
- Change Password

**Support**

**Student Search and Maintenance**

The SSID or the Last Name and first 2 characters of the First Name are required. (Only active students are displayed.)

Last Name:  First Name:  Middle Name:

Gender: ☐ Male ☐ Female Birthdate (mm/dd/yyyy):  SSID:

School Year:  LEA:  LEA School #:  LEA Student #:

Matches:

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated	Created
2005020	ANDERSON	BR				5/3/2005 12:32:56	
2028345	ANDERSON	BR				5/3/2005 13:35:37	
2002375	ANDERSON	BR				5/3/2005 12:15:40	
2031398	Anderson	Br				5/3/2005 13:37:00	
2030277	Anderson	Br				5/3/2005 13:36:28	
2029566	Anderson	Br				5/3/2005 13:36:20	
2030729	Anderson	Br				5/3/2005 13:36:43	
2020343	ANDERSON	BR				5/3/2005 12:44:40	
2026806	ANDERSON	BR				5/3/2005 13:34:59	
2032120	Anderson	Br				5/3/2005 13:37:22	

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Figure 5.2

## 5.2 Retrieving Students

The **Retrieve Student** area allows LEAs to transfer students from another district to their district.

### 5.2.1 Steps

The following are general steps to be used in retrieving student information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Retrieve Student** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on 
5. Select the correct student
6. Enter the correct LEA School # and LEA Student #
7. Click on 

**Note:** If the student already belongs to the LEA, then only the Update option is available

## 5.3 Creating New Students in the System

Students that are new to the Utah Public School system must have a new SSID created for them. Kindergarten students are considered as new students and need to have an SSID created for them, while students that may have been in the Utah school system must be searched for.

It is a requirement for all LEAs who provide testing for either privately taught or home-schooled students to administer an SSID number for the student. To do this, each LEA must first create or retrieve a student's SSID number because private and home schools are not to have access to the SSID system. The school number that the LEA assigns to the student will not be a school number of their own, but one of the following:

- 990 - Home School
- 995 - Private School

## 5.4 Creating New Students Manually

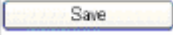
To create students manually an LEA will use the New Student option from the SSID web site menu. Before creating a new SSID for a student, the existence of the student should be verified, or a duplicate may be created in the system. If a student exists with the same Primary Attributes, the LEA will be required to over-ride the system to create the new student SSID. The New Student screen is shown in Figure 5.3

The screenshot displays the Utah State Office of Education | SSID web application. The header includes the Utah State Office of Education logo, navigation links (Home, File Processing, Student Search, User Maintenance, Support), and a user profile box for 'User LEA Admin Granite, LEA GRANITE DISTRICT (12), School N/A' with a 'Log Out' button. The left sidebar contains a menu with categories: File Maintenance (Upload Request File, Review File Processing, Review File History), Student Maintenance (Student Search, Retrieve Student, New Student, Update Student Info, Student History, Merge Students), User Maintenance (Edit User Info, Change Password), and Support. The main content area is titled 'Create New Student' and contains a form with the following fields: Last Name, First Name, Middle Name, Gender (Male/Female), Birth Date (mm/dd/yyyy), School Year (dropdown menu), LEA (12), LEA School #, and LEA Student #. 'Save' and 'Reset' buttons are located below the form. The footer includes the 'utah.gov' logo, site index links, and copyright information: 'Copyright © 2005 State of Utah Office of Education, SSID Support: ssidhelp@schools.utah.gov (801) 538-7500'.

Figure 5.3

### 5.4.1 Steps

The following are general steps to be used in creating a new SSID for a student.

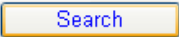
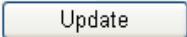
1. Log on to the SSID web site with a valid user ID and password
2. Select **New Student** from the **Student Maintenance** section of the home page
3. Enter a student's complete information
4. Click on 
5. Make note of the new student's SSID in the LEA SIS system.

## 5.5 Updating Students

LEAs are able to update existing student attributes in the SSID system using the website or using the SSID Request File process. This may be done manually or in a batch process.

### 5.5.1 Steps

The following are general steps to be used in updating student information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Update Student Information** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on 
5. Select the correct student
6. Enter the updated student information
7. Click on 

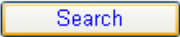
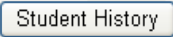
## 5.6 Reviewing a Student's History

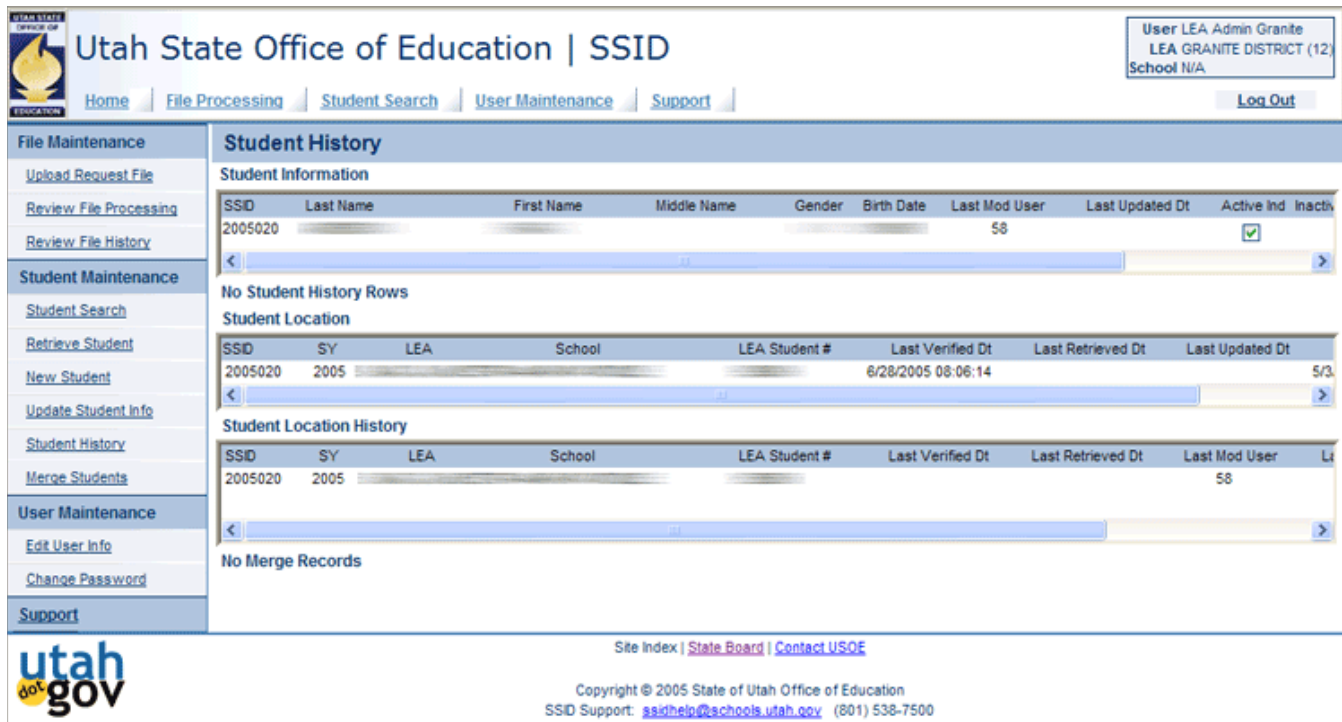
An LEA may view changes that have been made to a student by using the Student history section of the web site.

### 5.6.1 Steps

The following are general steps to be used in viewing **Student History**.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Student History** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name

4. Click on 
5. Select the correct student
6. Click  to view the screen shown in Figure 5.4



**Utah State Office of Education | SSID**

User: LEA Admin Granite  
LEA: GRANITE DISTRICT (12)  
School: N/A

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#) | [Log Out](#)

**File Maintenance**

- [Upload Request File](#)
- [Review File Processing](#)
- [Review File History](#)

**Student Maintenance**

- [Student Search](#)
- [Retrieve Student](#)
- [New Student](#)
- [Update Student Info](#)
- [Student History](#)
- [Merge Students](#)

**User Maintenance**

- [Edit User Info](#)
- [Change Password](#)

**Support**

**Student History**

**Student Information**

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Mod User	Last Updated Dt	Active Ind	Inactiv
2005020						58		<input checked="" type="checkbox"/>	

**No Student History Rows**

**Student Location**

SSID	SY	LEA	School	LEA Student #	Last Verified Dt	Last Retrieved Dt	Last Updated Dt
2005020	2005				6/28/2005 08:06:14		5/3

**Student Location History**

SSID	SY	LEA	School	LEA Student #	Last Verified Dt	Last Retrieved Dt	Last Mod User	Li
2005020	2005						58	

**No Merge Records**

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Figure 5.4

## 5.7 Merging Students in the System

Duplicate students may exist in the SSID system based upon LEA data entry. This may occur due to incorrect information, or user error. To resolve the occurrences of student duplications, the student merge feature is used.

To use this function, all SSID numbers for a student must be known. A search may be performed to find a student's SSID numbers.

### 5.7.1 Description

A student may have more than one SSID number in the SSID system. Duplicate SSID records can occur when student names or other student attributes are entered incorrectly or when possible matches identified by the SSID system are ignored. Duplicate records are generally discovered while searching for student information. To resolve occurrences of duplicate student records the student merge feature is used. After an SSID number has been merged, it is no longer considered valid for preprint and all-student files, or for student searches.

---

## **5.7.2 Steps the LEA must take before contacting USOE**

1. Before a user requests that SSID records be merged, all LEAs involved must be contacted by the requesting LEA's user to ensure that a duplication does, in fact, exist. The user from the requesting LEA should make a note of who they spoke to at each involved LEA to verify a duplicate student.
2. The requesting LEA must verify that the student already exists in the SSID system based on the student's name, gender, date of birth and any other common information available to the involved LEAs such as parent names, address, etc.
3. If you know the school(s) the student transferred from, this information can be helpful in identifying duplicate students based on the student location records.
4. The user requesting the merge must know the LEA Student number that will be kept for his/her LEA.

## **5.7.3 Information the requesting LEA must provide to USOE**

Once it has been verified that a duplicate student exists, the USOE requires the following information in order to perform the merge:

1. The SSID number to be kept – this will always be the lowest (earliest assigned) SSID number that exists for the student
2. The SSID number(s) to be merged –it is possible that there may be more than one duplicate student record for the same student to be merged
3. The requesting LEA's assigned Student number - this is the student number that will be kept in the SSID system
4. The name of the individuals contacted at all LEAs that will be affected by the merge being requested
5. The name of the SSID user from the requesting LEA asking for the merge as well as the reason for the request. This must be an SSID user with active and unlocked status, who is authorized to use the system

## **5.7.4 Information provided after the merge is successfully completed**


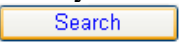
When the merge is complete, the affected LEAs will be notified by email. The email notification states that either the kept or the merged SSID had one or more location records at the affected LEAs. All LEAs should update any student records' SSID number to reflect the kept SSID number. This update should be made within the LEA's SIS system if its SIS system had the student's merged SSID number and not the kept SSID number. The merged student location record(s) will have been combined with the kept SSID record.

## 5.7.5 Merged Student Search

The **Merge Students** link on the SSID web page has been replaced with **Merged Student Search**. If you have records containing an SSID number that does not have active status in the SSID system, it is likely that the SSID number at your LEA has been merged. An SSID user can now verify this using the **Merged Student Search** feature. (See figure 5.5)

Figure 5.5

### 5.7.5.1 Steps in searching for a merged SSID number

1. Log on to the SSID web site with a valid user ID and password
2. Select **Merged Student Search** from the **Student Maintenance** section of the home page
3. Enter the SSID you are searching for in the box 
4. Click on 
5. If the SSID was merged, the system will return a response showing the merged SSID in red as well as the kept SSID number, student and location information.
6. If you determine that an SSID previously assigned to a student in your LEA has been merged you should take whatever steps are necessary to update your LEA's SIS system to the kept SSID number.

**Utah State Office of Education | SSID**

User: LEA Admin SaltLake  
LEA: SALT LAKE DISTRICT (36)  
School: N/A

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#) | [Log Out](#)

**File Maintenance**

- [Upload Request File](#)
- [Review File Processing](#)
- [Review File History](#)

**Student Maintenance**

- [Student Search](#)
- [Retrieve Student](#)
- [New Student](#)
- [Update Student Info](#)
- [Student History](#)
- [Merged Student Search](#)

**User Maintenance**

- [Edit User Info](#)
- [Change Password](#)

**Support**

**Merged Student Search**

SSID to Search For:

[Search](#) [Reset](#)

**Student Information**

	SSID	Name	Gender	Birth Date	Last Updated	Active?	Inactive Reason	Created
Keep	1168974	Test Data	M	1/1/2000	10/3/2006 11:46:11	<input checked="" type="checkbox"/>		10/3/2006 11:32:23
Merge	1168975	Test Data	M	1/1/2000		<input type="checkbox"/>		10/3/2006 11:33:28

**Student Location Information**

	SSID	LEA	School	Student Number	School Year	Created	School Phone #
Keep	1168974	36-SALT LAKE DISTRICT	104-BACKMAN SCHOOL	1000001	2007	10/3/2006 11:32:23	(801) 578-8100

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Figure 5.6

## 5.7.6 Merged SSID Numbers and Testing – Processes to Follow

### 5.7.6.1 When to Create and Submit a New Pre-print File

If an SSID number in a pre-print file was merged, and that file has already been queued, it may be necessary to resubmit the file. This is necessary when the LEA has submitted the original pre-print file, answer sheets have been printed, and they have not yet been sent out. It is also necessary when the LEA has not yet tested students for that testing period.

If an SSID number was merged, *and* the LEA student number was changed, *and* either of the two necessary conditions above have been met, it is acceptable for the LEA to resubmit a small pre-print file having the kept SSID number, and the current LEA student number. This may be done only if the student number changed. New answer sheets will be generated from the corrected file.

### 5.7.6.2 When to Create and Submit a New All-student File

If an SSID number in an all-student file was merged, and that file has already been queued, it is necessary to recreate and resubmit it if answer sheets have been sent, or if the LEA has tested students for that testing period.



### 5.7.6.3 When to Contact Testing System Support for Scan File Corrections

If the LEA has tested students, and has queued its all-student file, it is possible for the scan file's validation and matching process to throw an error to the testing raw roster reports. If an SSID number was merged *and* the LEA student number was changed *and* the all-student file containing both the kept SSID and current LEA student numbers was submitted, there will be no match against the submitted pre-print file. This is because the match is done against the LEA and LEA student numbers in the pre-print file. Therefore, the scan file must be corrected based on the kept SSID and the LEA student number that the LEA provides to Testing System Support.

In summary, when only the SSID number changed as a result of merging, a new all-student file containing the kept SSID number will cause the Testing System to update. When both the SSID *and* LEA student numbers have changed, the Testing System must be updated either early in the testing process, or later in the process when the error lists on the raw roster report. It is important to note also, that manually updating the LEA student number on the SSID web site will cause the same type of error on the raw roster report even if the SSID number was not merged.

#### 5.7.6.4 Consideration of the USOE data warehouse

Test results have been matched to the all-student file and loaded into the warehouse. Any merged SSID number must be submitted as the kept SSID number for all future files.

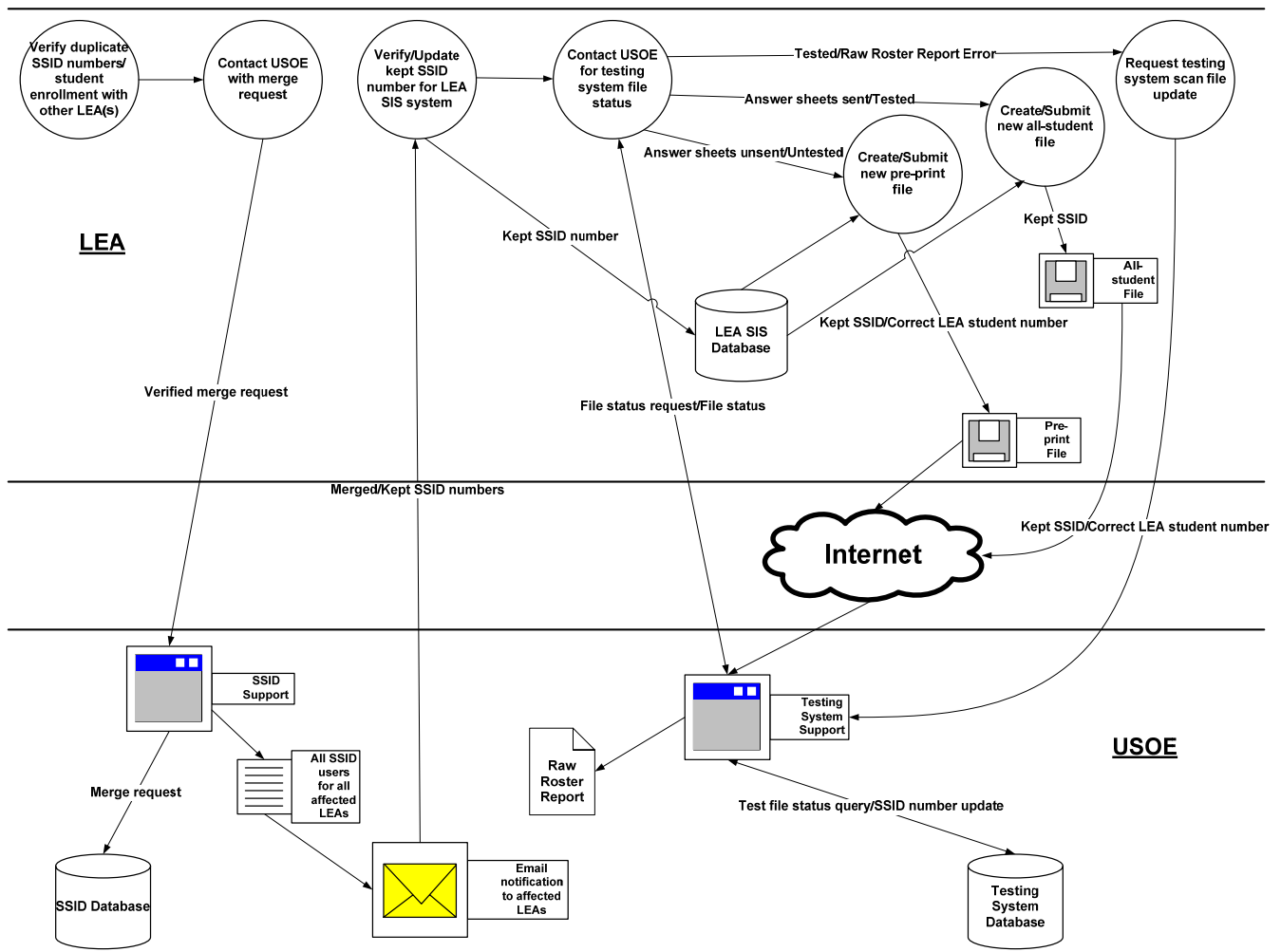


Figure 5.7

## 6 User Maintenance

A valid user ID and password are required to use the SSID website. LEAs are able to change their password using the **User Maintenance** web page. LEAs must contact USOE in order to create a new SSID web site user ID. Each user has a specific security role in the system based upon how the user is setup. LEA Administrators are able to add other LEA users and maintain their information in the system. A typical **User Maintenance** screen is shown in Figure 4.1 with user names and information removed for security purposes.

**Note:** LEA Administrators are **ONLY** able to manage and edit their own LEA users and passwords.

**Utah State Office of Education | SSID**

User: LEA Admin Davis  
LEA: DAVIS DISTRICT (07)  
School: N/A

Home | File Processing | Student Search | **User Maintenance** | Support

Log Out

**Edit User Info for DAVIS DISTRICT (07)**

User Name	Security Level	Name	Active?	School #	Last Login	Last Modified
[REDACTED]	LEA User	[REDACTED]	<input checked="" type="checkbox"/>			
[REDACTED]	LEA User	[REDACTED]	<input checked="" type="checkbox"/>			
[REDACTED]	LEA User	[REDACTED]	<input checked="" type="checkbox"/>	710		
[REDACTED]	LEA Administrator	[REDACTED]	<input checked="" type="checkbox"/>		09/01/05 13:49:05	09/02/05 14:...

Save New Reset Password

Security Level: LEA User Active User? ☒ Locked? ☐ USOE Approved? ☐

System User Name: [REDACTED]

First Name: [REDACTED] Last Name: [REDACTED]

\* Title: [REDACTED]

Phone: (801) 456-7854 ext. [REDACTED]

Primary e-mail: [REDACTED]

\* Secondary e-mail: [REDACTED]

\* School: [REDACTED]

LEA Number: 07 \* Optional fields

Last Login: [REDACTED]

Last Modified by: [REDACTED] on [REDACTED]

Created by: lea\_admin\_davis on 10/3/2005 10:17:10

Approved by: [REDACTED] on [REDACTED]

\* Description and Notes: [REDACTED]

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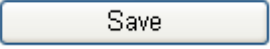
Figure 6.1

## 6.1 Creating new users

LEA administrators may create users for their own areas, and adjust the information for each user. The web site holds contact and location information for each individual user. Changes are tracked for individual users.

### 6.1.1 Steps

The following are general steps to be used in creating new LEA users.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Click on 
4. Enter the new user's information into the system as shown in Figure 6.2
5. Click on  to save user

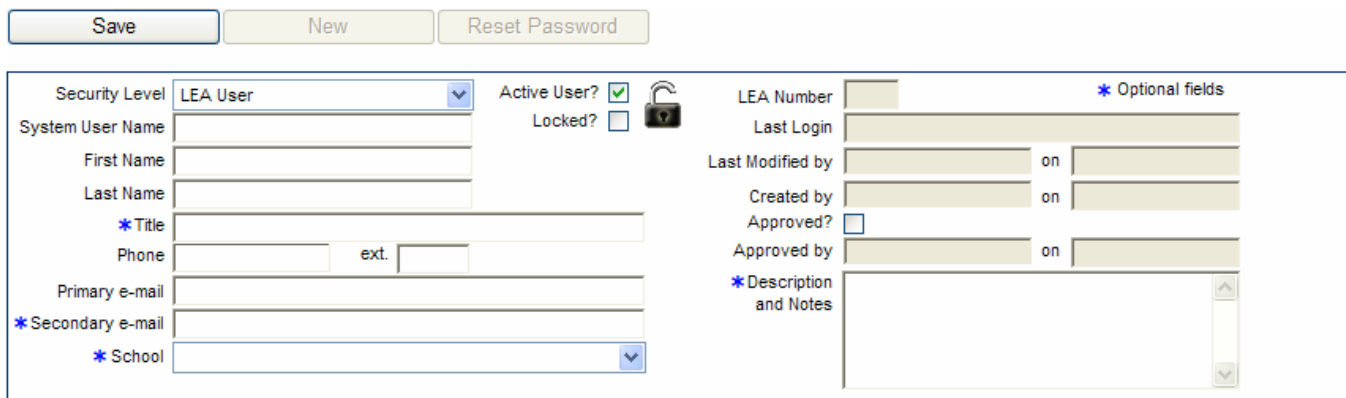


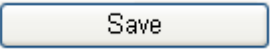
Figure 6.2

## 6.2 Editing Users

If an LEA user's information is incorrect or needs changed, use the **Edit User Info** page to modify the information.

### 6.2.1 Steps

The following are general steps to be used in editing user information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Change the users information as required
4. Click on 

## 6.3 Change Password

Passwords must be changed at regular intervals and at any time the password may have been compromised. See Figure 6.3 for the Change Password page.

Utah State Office of Education | SSID

User LEA Admin Davis  
LEA DAVIS DISTRICT (07)  
School N/A  
[Log Out](#)

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#)

**File Maintenance**

- [Upload Request File](#)
- [Review File Processing](#)
- [Review File History](#)

**Student Maintenance**

- [Student Search](#)
- [Retrieve Student](#)
- [New Student](#)
- [Update Student Info](#)
- [Student History](#)
- [Merge Students](#)

**User Maintenance**

- [Edit User Info](#)
- [Change Password](#)

[Support](#)

**Change Password**

All passwords must meet the following criteria:

- 1) Be at least 8 characters in length
- 2) Contain at least 1 number (0-9)
- 3) Contain at least 1 uppercase letter (A-Z)
- 4) Contain at least 1 lowercase letter (a-z)

Current Password

New Password

Confirm New Password

[Save New Password](#)

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utah.gov

Figure 6.3

### 6.3.1.1 Steps

The following are general steps to change the current users password.

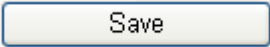
1. Log on to the SSID web site with a valid user ID and password
2. Select **Change Password** from the **User Maintenance** section of the home page
3. Enter the current password
4. Enter the new password in the next two blanks
5. Click on [Save New Password](#)

## 6.4 Disabling Users

It may be necessary to disable a user's account when a job function changes or for any other reason.

### 6.4.1.1 Steps

The following are general steps to disabling user accounts.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Uncheck Active User checkbox
4. Click on 

## 6.5 USOE User Maintenance

Stagnant SSID user accounts provide opportunity for system abuse. LEAs are responsible to inform USOE when a user account should be inactivated or possibly deleted because of reassignment or termination. In addition, user maintenance will be performed regularly by USOE using the SSID Support application, and user accounts will be deleted or inactivated, or cleaned up, based on the following rules:

1. If the last login date is one year or greater from the date the maintenance application is run, the user account will be made inactive. If there are no SSID records attached to this user account, the user account will be deleted.
2. If the USOE approved date is empty and the last login date is greater than one year, the user account will be made inactive. If there are no SSID records attached to this user account, the user account will be deleted. The USOE approved date can be empty if USOE approval has been revoked due to a security violation, or if the LEA Administrator set up the account and it was never approved by USOE.
3. If the user account creation date is greater than one year and the user has never logged in, there will be no last login date and the user account will be deleted. There would be no SSID records attached to this user account since the user would not have logged in.

When an SSID user account is deleted or disabled access to the SSID folder at the secure FTP site will also be removed.

An inactivated SSID user account can be reactivated, or a deleted SSID user account can be recreated by completing the new SSID user process. This includes completing and faxing the SSID new User Agreement Form, and USOE approval. The user will also need to request access to the secure FTP site.

When a user account is inactivated or deleted an email notification will be sent to all remaining active SSID users within the affected LEA.

Listed below are some examples of action that would be taken with user accounts after User Maintenance is performed. For each example, assume the User Maintenance was performed on April 1, 2007.

User account information	Action taken and explanation
User last logged in 2/23/2006 and uploaded a request file	User account is inactivated since last login is greater than one year; account is not deleted because SSID records are attached to this user account
User logged in 1/15/2007 and performed a manual search	User account remains active since last login is less than one year
User logged in once on 1/5/2006 and downloaded the SSID User Manual	User account is deleted since last login is greater than one year and no SSID records are attached to this user
User account created 5/1/2006, user has never logged in	Account remains active since account creation date is less than one year
User last logged in 3/15/2006. USOE approved date is blank due to USOE approval revocation; user has previously retrieved students manually	Account is inactive due to USOE approval revocation; account is not deleted because SSID records are attached to this user account
User last logged in 1/16/2005. User account is flagged as a USOE user	Account is active; USOE user accounts are not deleted or inactivated when maintenance is performed.


Inactive user accounts can be viewed on the SSID web site on the User Maintenance page. If a user account is inactivated, the Active User box is not checked and the Description and Notes page will contain an explanation of the action taken and the date it occurred.

The screenshot shows the Utah State Office of Education | SSID web application. The main content area is titled 'Edit User Info for ALPINE DISTRICT (01)'. It features a table of users with columns for LEA, Role, Username, and Last Login. Below the table are buttons for 'Save', 'New', 'Reset Password', and 'Delete'. A detailed form for editing user information is also visible, including fields for Security Level, System User Name, First Name, Last Name, Title, Phone, Primary e-mail, and School. The form also includes checkboxes for 'Active User?', 'Locked?', and 'USOE Approved?'. A 'Description and Notes' section shows a message: 'Mar 30 2007 1:56PM: Automated inactivation- Last login date greater than one year...'.

Figure 6.4

## 7 SSID Support

The **SSID Support** page contains information to aid in the usage of the SSID web site. Included are user documents with many instructions, as well as links to download files like the SSID Request File Validation Application tool mentioned above. The Support page is shown in Figure 7.1


**Utah State Office of Education | SSID**

[Home](#) | [File Processing](#) | [Student Search](#) | [User Maintenance](#) | [Support](#)

**User:** LEA Admin Davis  
**LEA:** DAVIS DISTRICT (07)  
**School:** N/A

[Log Out](#)

SSID Support - Downloads					
Request File Validation Application			Release Date	Version / Size	
Application Setup	Download and install this application to validate LEA SSID Request Files prior to upload.	10/03/2005	1.0L 7 MB		<a href="#">Download</a>
Latest data files	Latest data files for the SSID Request File Validation Application.	Updated Nightly	N/A 33 KB		<a href="#">Download</a>
GPL Ghostscript	Download and install if you want to save reports generated by the Request File Validation Application as PDFs.	9/22/2004	8.15 9.3 MB		<a href="#">Download</a>
Documents			Release Date	Version / Size	
SSID File Format Specification	Detailed specification for building and parsing SSID Request Files and SSID Response Files.	10/05/2005	0.11 33 KB		<a href="#">Download</a>
SSID FAQs	Top Frequently Asked Questions for the SSID System.	10/04/2005	N/A 67 KB		<a href="#">Download</a>
SSID Website Release Notes	Contains the revision history for the SSID Website.	10/05/2005	1.1 10 KB		<a href="#">Download</a>
SSID User Manual	Documentation for using the SSID Website and Request File Validation Application.	10/05/2005	1.1 5.5 MB		<a href="#">Download</a>
New LEA Admin Agreement	Download, complete and return this form to the USOE SSID Administrator to gain LEA Administrator level access to the SSID Website.	7/28/2005	N/A 1 MB		<a href="#">Download</a>
New LEA User Agreement	Download, complete and return this form to the USOE SSID Administrator to gain LEA User level access to the SSID Website.	7/28/2005	N/A 1 MB		<a href="#">Download</a>
Student Name Specification	Student Name Data Entry rules and examples. Send to all registrars.	6/29/2005	0.1 362 KB		<a href="#">Download</a>
SSID Error Messages	List of SSID error codes and their descriptions.	Updated Nightly	N/A 41 KB		<a href="#">Download</a>

**Icon Key**

	Downloads with this image are installation programs compatible with Microsoft Windows.
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Figure 7.1

## 7.1 SSID Support Downloads

The SSID Support page has one section which is associated to the Request File Validation Application and one section which contains artifacts to assist LEA's to use the SSID web site.

### 7.1.1 Request File Downloads

This area of the download page contains files and programs that are associated only with the SSID Request File Validation application.

Application Setup	This is a setup program for installing the SSID Request File Validation application. Click on the download link, then double click on the file to run setup.
Latest Data files	This section contains the latest support files from USOE for validating SSID Request files.
GPL Ghostscript	This section contains a ghostscript setup program used for creating PDF files from the File Validation program.

### 7.1.2 Download Documents

This area of the download page contains artifacts related to the SSID system.

SSID File Spec	This is the SSID Request and Response file specification.
SSID Release Notes	This contains the latest information about the SSID Web Site.
SSID User Manual	SSID Web Site user manual.
LEA Admin Agreement	This section contains the required forms for requesting a LEA administrator account in the SSID system.
LEA User Agreement.	This section contains the required forms for requesting a LEA User account in the SSID system.
Student Name Specification	The artifact which describes how LEAs should submit student names to the SSID system. Contains specifications for first name, last name, and middle name data entry. Also contains examples for each.
SSID Error Messages	Error message that may be returned by the system on the web site as well as the SSID Response files.